

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON
8/23/04

Notice of Electronic Availability of Case File Information

The Office of the Clerk will accept electronically filed pleadings and documents beginning October 4, 2004. The content of civil case pleadings and documents are currently available on WebPACER which is accessible via a link on the Court's web site. Any subscriber to WebPACER can read, download, store and print the full content of imaged documents in civil cases, except Social Security cases. Pleadings and documents in criminal cases will be available on WebPACER effective November 1, 2004. The Clerk's Office does not post documents sealed or otherwise restricted by the Court.

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, certain personal data identifiers must be partially redacted from the pleading or document, whether it is filed on paper or electronically:

Social Security numbers to the last four digits; Financial Account Numbers to the last four digits; Names of Minor Children to the Initials; Dates of Birth to the year; and Home Addresses to the city and state (in criminal cases).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as part of the record. A redacted copy for the public file must be filed with the unredacted document under seal. Or, a party may file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal and may be amended as of right. A redacted copy for the public file of the reference list must be filed with the Court. The unredacted version of the document and/or the reference list shall be retained by the Court as part of the record. The

responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

In addition, exercise caution when filing documents that contain the following:

- 1) any personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information;
- 5) proprietary or trade secret information;
- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;
- 8) national security information; and
- 9) sensitive security information as described in 49 U.S.C. Sec. 114(s).

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review filings for redaction.